

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to notify you of my intention to sublease my apartment located at [Your Apartment Address]. The intended sublease is scheduled to commence on [Start Date] and will end on [End Date].

The proposed subtenant is [Subtenant's Name], who has agreed to adhere to all terms outlined in the original lease.

Please let me know if you require any further information or if there are specific procedures you would like me to follow in regard to this sublease.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]